



Planning Permit Application Form

City of Imperial Community Development Department

420 South Imperial Avenue

Imperial, CA 92251

Phone (760)355-1152 | Fax (760)355-4718

Permit Numbers _____

Applicant/Owner Information

Applicant: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Fax: _____

Owner Name(s): _____

Mailing Address: _____

Phone: _____

Fax: _____

Permit Information

Administrative Review

- ☐ Building Permit
- ☐ Sign Permit
- ☐ Lot Line Adjustment
- ☐ Parcel Map Waiver
- ☐ Downtown Architectural Permit
- ☐ Sidewalk Permit
- ☐ Other _____

Commission/Council Review

- ☐ Zoning & Code Text Amendment
- ☐ Zone Change / Pre-Zone
- ☐ General Plan Amendment
- ☐ Planned Unit Development
- ☐ Specific Plan / Specific Plan Amendment
- ☐ Variance
- ☐ Conditional Use Permit
- ☐ Land Use Classification
- ☐ Tentative Map
- ☐ Annexation
- ☐ Other _____

Project Information

Project Location (address): _____

Existing Zoning: _____

Proposed Zoning: _____

Assessor's Parcel Number(s): _____

Parcel/Lot Size: _____

Building Sq Ft: _____

Detailed Project Description (attach additional sheets if necessary): _____

Indemnification Agreement

Applicant and Owner agree, as part of and in connection with each and any of the application(s), to defend, indemnify, and hold harmless the City of Imperial ("City") and its officers, contractors, consultants, attorneys, employees and agents from any and all claim(s), action(s), or proceeding(s) (collectively referred to as "proceeding") brought against City or its officers, contractors, consultants, attorneys, employees, or agents to challenge, attack, set aside, void, or annul:

- a. Any approvals issued in connection with any of the above described application(s) by City; and/or
- b. Any action taken to provide related environmental clearance under the California Environmental Quality Act of 1970, as amended ("CEQA") by City's advisory agencies, boards or commissions; appeals boards or commissions; Planning Commission, or City Council. Applicant's indemnification is intended to include, but not be limited to, damages, fees and/or costs awarded against or incurred by City, if any, and costs of suit, claim or litigation, including without limitation attorneys' fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by Applicant, City, and/or parties initiating or involved in such proceeding.

Applicant's defense and indemnification of City set forth herein shall remain in full force and effect throughout all stages of litigation including any and all appeals of any lower court judgments rendered in the proceeding.

After review and consideration of all of the foregoing terms and conditions, Applicant, by its signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

Executed at _____ California on _____, 200 _____

Applicant

Property Owner

(If different from Applicant)

By: Signature: _____

By: Signature: _____

Printed Name _____

Printed Name _____

Title: _____

Title: _____

Signatures

The undersigned hereby declare and certify that they are all the owners of the property described in this application and that the information stated above and on forms, plans and other materials submitted herewith in support of the application is true and correct to the best of our knowledge.

Applicant

Property Owner

(If different from Applicant)

By: Signature: _____

By: Signature: _____

Printed Name _____

Printed Name _____

Title: _____

Title: _____

	Materials to be Submitted with Application										
	Application Forms	Proof of Ownership (Deed or Tax Bill)	Title Report (current within 90 days)	Tentative Map ❶	Technical Studies ❷	Vicinity Map	Site Plan ❸	Elevation Plan	Color Renderings / Color Schedule	Other ❹	Fees/Deposit
Annexation	✓	✓	✓	✓	✓	✓	✓			✓	✓
Conditional Use Permit	✓	✓			✓	✓	✓	✓		✓	✓
Downtown Architectural Permit	✓	✓				✓	✓	✓	✓		✓
General Plan Amendment	✓	✓			✓	✓	✓			✓	✓
Land Use Classification	✓	✓				✓	✓				✓
Lot Line Adjustment	✓	✓	✓			✓	✓				✓
Parcel Map Waiver	✓	✓	✓			✓	✓				✓
Planned Unit Development	✓	✓			✓	✓	✓	✓	✓	✓	✓
Sidewalk Permit	✓	✓				✓	✓	✓			✓
Sign Permit	✓	✓				✓	✓	✓			✓
Specific Plan / Specific Plan Amendment	✓	✓			✓	✓	✓			✓	✓
Tentative Map	✓	✓	✓	✓	✓	✓	✓			✓	✓
Variance	✓	✓			✓	✓	✓			✓	✓
Zone Change / Pre-Zone	✓	✓			✓	✓	✓			✓	✓
Zoning & Code Text Amendment	✓	✓			✓	✓	✓			✓	✓
Other	✓	✓								✓	✓

❶ 26 copies , folded to 8½ x 11".

❷ Technical Studies may include, but not limited to Air Quality Assessment, Biological Resources Study, Cultural Resources Study, Noise Study, and Traffic Impact Analysis. Other Technical Studies may be required based on project description and characteristics.

❸ 7 copies of Site Plan folded to 8½ x 11".

❹ As determined by the Planning Department depending on project description and characteristics.

Fee Schedule

	Fee	+	Time & Materials Deposit
Annexation:	\$500.00/acre		\$15,000
Appeals:	\$120.00		
Conditional Use –Minor: (includes all secondary dwelling units, project valuations less than \$100,000)	\$205.00		\$1,000
Conditional Use – Major: (project valuations more than \$100,000)	\$320.00		\$5,000
Condominium Conversion:	\$295.00		\$5,000
Encroachment Permit:	\$75.00		
Environmental Review: (CEQA Initial Study with a Negative Declaration)	\$175.00 Plus County & State Filing Fees		\$1,000
Environmental Review: (CEQA Initial Study with Mitigation Recommendations and Environmental Impact Report)	\$325.00 Plus County & State Filing Fees		\$15,000
Final Subdivision Map:	\$235.00		\$15,000
General Plan Amendment:	\$525.00 Plus \$5.00 per dwelling unit		\$5,000
Home Occupation:	\$75.00		
Lot Line Adjustment:	\$175.00		\$1,000
Off-site Improvements:	3% of the estimated cost of installation as approved by the City Engineer		
Parcel Map Waiver:	\$175.00		\$1,000
Permit to Perform Work: (structures, signs, fences, etc.)	\$22.00		
Revised Tentative Parcel Map: (4 or less lots)	\$351.00		
Revised Tentative Subdivision Map: (5 or more lots)	\$470.00		
Signs:	\$60.00		
Site Plan Review:	\$60.00		
Street/Alley Vacation:	\$175.00		\$1,000

Fee Schedule (continued)

	Fee	+	Time & Materials Deposit
Tentative Parcel Map: (Minor Subdivision-less than 4 lots)	\$350.00		\$5,000
Tentative Subdivision Map: (Major Subdivision-5 or more lots)	\$470.00 Plus \$5.00/lot		\$15,000
Time Extension:	\$115.00		
Variance - Minor: (includes all ROW encroachments, project valuations less than \$100,000.)	\$235.00		\$1,000
Variance - Major: (project valuations more than \$100,000)	\$320.00		\$5,000
Zone Change & pre-zone (minor-less than 4 lots)	\$205.00		\$5,000
Zone Change & pre-zone (major-5 or more lots)	\$320.00		\$5,000